



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: April 25, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 27, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, May 10, 2016**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM IV

Senior Contract Specialist
Bureau of Design & Environment
Highways
Springfield

Attachments
40906

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134)) or emailed to DOT.CO.BPM.EmploymentApplications@illinois.gov by **Tuesday, May 10, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager IV	Salary Range:	\$5,015 - \$9,155
Position Title:	Senior Contract Specialist	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW414-23-50-308-21-01	IPR#:	40906

Office/Central Bureau/District/Work Address:

Office of Program Development/Bureau of Design and Environment/2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for providing managerial assistance, technical guidance, and assistance in planning, directing, coordinating and controlling all interrelated activities necessary for the administration of the competitive bidding process and is directly accountable for the review and approval of Contracts and Contract Bonds essential to accomplish the department's \$1+ billion highway and bridge construction program.

Special Qualifications:

The following criteria is desired:

- Knowledge, skill and mental development equivalent to the completion of four years of college preferably with courses in public or business administration, communications and conflict management
- Experience with the department's letting and bidding processes including an understanding of the Electronic Letting Management mainframe system, contract bonds, and insurance requirements; and ability to conform to the demands of the department's letting schedule
- Proficiency in Microsoft Office suites
- Ability to maintain harmonious relationships with employees, agency officials and the general public
- Ability to plan, organize and prioritize responsibilities to maintain required insurance files for departmental construction contracts and ensure the timely award of construction contracts
- Ability to provide assistance in training on an as-needed basis
- Strong oral and written communication skills

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	6/16/15	POSITION:	Senior Contract Specialist
APPROVED BY:	<i>Ted Walschleger</i>	OFFICE/DIVISION:	Division of Highways/Bureau of Design and Environment
CODE:	PW414-23-50-308-21-01	REPORTS TO:	Chief Contracts Official

Position Purpose

This position is accountable for providing managerial assistance, technical guidance, and assistance in planning, directing, coordinating and controlling all interrelated activities necessary for the administration of the competitive bidding process and is directly accountable for the review and approval of Contracts and Contract Bonds essential to accomplish the department's \$1+ billion highway and bridge construction program.

Dimensions

Lettings:	8-10
Value of contracts:	+ \$1 billion
Contracts Advertised, Awarded, Executed:	1,000
Plans & proposal requests received and processed:	7,000
Plans & proposals issued:	30,000
Proposal books issued and/or distributed:	115,000
Legal documents reviewed and approved:	10,500
Incoming phone calls:	10,500
Incoming and outgoing office correspondence:	50,000

Nature and Scope

This position reports to the Chief Contracts Official as do the Contract Official and two Office Specialists. There are no positions reporting directly to this position.

This highly visible position provides managerial assistance and technical guidance by assisting in coordinating and controlling all interrelated activities in the advertisement of departmental construction contracts for competitive bids, preparing bidding documents, processing requests and maintaining bidder and non-bidder lists, issuing addenda necessary to correct or modify plans and specifications, and reviewing all Contracts and Contract Bonds required prior to the commencement of construction. This position also acts as liaison between the department and the construction industry by providing assistance to prospective bidders who have questions regarding bidding procedures. This position assumes the responsibilities for all bidding cycle functions during the absence of the Chief Contracts Official.

The greatest challenges of this position are to ensure the timely and accurate preparation of bidding documents to maximize the pre-letting time available to prospective bidders; to maintain an ongoing surveillance system to certify bidders' compliance with federal and state laws both in the bidding cycle and in the execution of awarded contracts; and, to maintain complete control over each phase of various overlapping letting cycle functions. The impact of errors in non-compliance with the foregoing could result in departmental embarrassment, legal action and financial loss. Typical problems include logistics involved in maintaining constant liaison with central office staff, prospective bidders, bonding companies, insurance companies, and district personnel in order to ensure full procedure compliance; and, coordination with other areas of responsibility to ensure timely completion of that portion of the bidding cycle relative to the preparation and issuance of bidding documents and the execution of contracts.

This position is also responsible for collecting Railroad Protective Liability Insurance policies from the contractors when a railroad policy is required on a contract. This position works with the railroads and contractors for approval of work within railroad right-of-way. This position records into the BCM database in order for the contractor to be paid. This position maintains the CID database that records the required contractor insurance. This position also maintains all paper files of contractor certificates of insurance.

This position is personally responsible for confirming the authenticity and adequacy of performance bonds and other related covenants necessary for inclusion in the final contract document; maintains numerous departmental records necessary for furnishing data required by the Executive Office and by federal, state and departmental legal officers for legal investigations and/or court actions; testifies in court and/or appears as an expert witness on matters involving departmental lettings.

The incumbent has extremely high latitude to initiate action necessary to resolve problems and to make independent decisions necessary to fulfill these objectives. Only those matters of a highly sensitive nature or involving extreme ambiguity are referred to the Chief Contracts Official for resolution. The decisions made by the incumbent have a major impact on the effectiveness of the competitive bidding process required to achieve departmental objectives.

In a sense, this position is a "window to the outside world" in that the incumbent is not only in constant contact with the central operating bureaus, all districts, the Executive Office, and departmental attorneys, but is also in constant contact with the FHWA, contractors, subcontractors, material suppliers, local agency officials, bonding company officials, federal and state attorneys and investigators, other state of Illinois departments, contracting officials from other states and with the general public. Maximum tact, diplomacy, integrity, mature judgement, a thorough knowledge of applicable laws, policies, procedures and regulations and the ability to deal with delicate and controversial issues is mandatory.

The effectiveness of this position can be measured by the accomplishment of the department's construction program, by the low degree of involvement required in the bidding process by upper management, and by the high regard accorded this operation by everyone involved in or associated with the highway and bridge construction industry throughout the state of Illinois.

Principal Accountabilities

1. Provides guidance in ensuring compliance in the bidding process with all applicable state and federal policies, procedures and laws.
2. Supervises the preparation of bidding documents for lettings established by the department.
3. Provides guidance and technical assistance to contractors concerning departmental rules, regulations, and procedures governing the competitive bidding process.
4. Assists in conducting public opening and reading of bids on lettings established by the department.
5. Develops contract documents and administers their processing.
6. Maintains complete and accurate departmental records reflecting all activities involving the competitive bidding process.
7. Administers, enforces and ensures compliance with department safety policies and codes.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
9. Performs other duties as assigned.